

**U.S. Department of Education
Office of Elementary and Secondary Education
Academic Improvement and Teacher Quality Programs
Washington, D.C. 20202-6200**

Fiscal Year 2011

**Application for New Grants Under
the Advanced Placement Incentive Program**

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If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Ivonne Jaime, Advanced Placement Incentive program, U.S. Department of Education, 400 Maryland Avenue, SW, 3E310, Washington D.C. 20202-6200.

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United States Department of Education
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
ACADEMIC IMPROVEMENT AND TEACHER QUALITY PROGRAMS

Dear Colleague:

Thank you for your interest in the Advanced Placement Incentive (API) program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education (Department). This information is for applicants seeking fiscal year (FY) 2011 funding under the API program, authorized under Title I, Part G of the Elementary and Secondary Education Act of 1965 (ESEA) (20 U.S.C. 6537), as amended. The API program awards competitive grants designed to increase the successful participation of low-income students in advanced placement courses and tests. The program expands opportunities for low-income students to take college-level classes and earn college credit while still in high school.

Please take the time to review the applicable priorities, selection criteria, and all of the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (EDGAR §75.216 (b) and (c)).

For this competition, the program has established two absolute priorities and one competitive preference priority. Please note, the Department will only consider applications that meet the absolute priorities established for this competition. Absolute priority one and the competitive preference priority are from the notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486) (2010 NFP). In accordance with 34 CFR 75.105(b)(2)(iv), absolute priority two is from section 1705(c) of the ESEA, as amended.

For this competition it is **mandatory** for applicants to use the government-wide website, Grants.gov (<http://www.grants.gov>), to apply. Please note that the Grants.gov site works differently than the Department's e-Application System. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that you register *and* submit early.

Also be aware that applications submitted to Grants.gov for the Department will now be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Please review the **Submitting Applications with Adobe Reader Software** and **Education Submission Procedures and Tips for Applicants** forms found within this package for further information and guidance related to this requirement.

Using FY 11 funds, the Department expects to award \$11,500,000 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 36 months. Grants are expected to be awarded in August.

Please visit our program website at <http://www2.ed.gov/programs/apincent/index.html> for further information. If you have any questions about the program after reviewing the application

package, please contact Ivonne Jaime by telephone at (202) 260-1519, or via e-mail at ivonne.jaime@ed.gov.

Sylvia Lyles
Acting Director

Program Background Information

Frequently Asked Questions

Grants.gov

1) What is a DUNS number?

The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number. You may obtain a DUNS number at no cost. If you do not have a DUNS number, please see the "Frequently Asked Questions" for applicants on Grants.gov at the link below:

http://www.grants.gov/applicants/applicant_faqs.jsp#obtaining

Eligibility

2) Who is eligible to receive a grant?

The API program allows the following entities to submit applications:

- State educational agencies (SEAs);
- Local educational agencies (LEAs), including charter schools that are considered LEAs under state law; or
- National nonprofit educational entities with expertise in advanced placement services.

Note: In the case of an eligible entity that is an SEA, the SEA may use API grant funds to award subgrants to LEAs to enable those LEAs to carry out authorized activities that support the absolute priority for this competition. Other entities may not award subgrants under this program.

3) What is the definition of a "State educational agency?"

The term "State educational agency" means the State board of education or other agency or officer primarily responsible for the supervision of public elementary and secondary schools in a State. In the absence of this officer or agency, it is an officer or agency designated by the Governor or State law.

4) What is the definition of a "local educational agency?"

The term "local educational agency" means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools. The term also includes:

- Any other public institution or agency having administrative control and direction of a public elementary school or secondary school;
- An elementary school or secondary school funded by the Bureau of Indian Affairs but only to the extent that including the school makes the school eligible for programs for which specific eligibility is not provided to the school in another provision of law and the school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under the Elementary and Secondary Education Act with the smallest student population, except that the school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs;
- Educational service agencies and consortia of those agencies;
- A charter school that is considered an LEA under State law; and
- The State educational agency in a State in which the State educational agency is the sole educational agency for all public schools.

5) What is the definition of a “national nonprofit educational entity with expertise in advanced placement services?”

We determine whether an entity is a “national nonprofit educational entity with expertise in advanced placement services” on a case-by-case basis. If an organization wishes to apply under the program as a national nonprofit educational entity, its application must provide documentation that establishes its status as a national nonprofit educational entity and its expertise in advanced placement services.

In determining whether an organization is a national nonprofit educational entity, a number of factors are considered. These factors include, but are not necessarily limited to:

- Whether the organization's charter, articles of incorporation, or other documents creating/establishing the organization, define the organization as a national organization and describe the organization's mission as being national in scope; and
- Whether the organization has a national presence as is indicated in the scope of its work.

6) If my State department of education is applying for an API grant, is my LEA still eligible to submit an application independently?

Yes. Both your SEA and your LEA may submit applications independently. If your SEA is applying, you also may still apply.

7) Is a public school eligible to apply?

No. Only LEAs, SEAs, and national nonprofit educational entities with expertise in advanced placement services are eligible to apply. Unless it is considered an LEA under a State law, an individual school is not an eligible entity.

8) Do I have to serve high schools?

Yes. In order to meet the absolute priority, applicants must serve high schools. Applicants can also provide services to the feeder middle or junior high schools of the high schools named in the application.

9) We use the term middle grades to describe students in grades 6-8, whether in distinct middle schools or not. Can we serve students in these grades even if they do not attend a middle school?

Yes. A project may serve students in the middle grades who do not attend middle schools (such as students at a K-8 school) so long as the school in which they are enrolled has a high concentration of low-income students.

10) Do feeder middle schools have to be included in a project?

No. The absolute priority requires applicants to serve high schools with a high concentration of low-income students. Applicants also may serve the feeder middle or junior high schools for these high schools, but are not required to do so.

11) What is the definition of “high-concentration of low-income students?”

When used with respect to a school, “high concentration” means a school that serves a student population of which 40 percent or more are low-income individuals. The term “low-income individual” means an individual who is determined by an SEA or LEA to be a child, ages 5 through 19, from a low-income family on the basis (**five options available**) of:

- Data used by the Secretary to determine allocations under section 1124 of the ESEA; or
- Data on children eligible for free or reduced-price lunches under the National School Lunch Act; or
- Data on children in families receiving assistance under Part A of Title IV of the Social Security Act; or
- Data on children eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act; or
- An alternate method that combines or extrapolates from those data.

12) Must all of the schools named in the application serve a high-concentration of low-income students?

Yes. All schools (both middle and high schools) named in the application must serve a high-concentration of low-income students.

13) What qualifies as evidence that schools identified in an application have a high concentration of low-income students? What kind of documentation is necessary?

An applicant that uses data on eligibility for free- and reduced-priced meals under the National School Lunch program may submit as evidence:

- A chart on **district or state letterhead signed** by the superintendent that indicates the total percentage of students eligible for free- or reduced-price lunches for each school (both middle and high schools) named in the application.
- A report generated by a district's or state's management information system indicating the percentage of students that receive free- or reduced-price lunches. Please note: the report must indicate the name of the applicant, the date the report was produced and the time the report was created.

In all cases, data must be for the **2010-11 school year**.

14) Can feeder-patterns be used to establish eligibility?

Yes. Eligible entities can project the number of low-income students in a middle or high school based on the average poverty rate of the elementary school attendance areas that feed into the middle or high school. Applicants should review the Title I non-regulatory guidance at <http://www.ed.gov/programs/titleiparta/wdag.doc>, especially question 10, for specific guidance on how to calculate the projected rates.

15) What type of evidence is needed if we used elementary school feeder patterns to establish that a school has a high concentration of low-income students?

If you use elementary school feeder patterns to establish a high concentration of low-income students, you must provide the documentation described in the response to question 13 for each of the schools named in your application and the data necessary to verify the accuracy of your calculations. These data include: (1) the number of low-income individuals at each of the feeder elementary schools; and (2) the total enrollment at each of the feeder elementary schools. Please see the tables on pages 13-15 of the Department's August 2003 non-regulatory guidance document, "Local Educational Agency Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools," which is available at: <http://www.ed.gov/programs/titleiparta/wdag.doc>

In addition, you must indicate which of the **five options** you selected to determine students' low-income status.

16) One of six of our elementary schools that feed into our comprehensive high school meets the 40 percent low-income criteria. Is this sufficient to show that our high school has a high concentration of low-income students?

No. If you choose to use feeder patterns to establish that a high school has a high concentration of low-income students, you must include in your calculations all of the feeder schools.

17) How do you establish eligibility using elementary school feeder patterns for a district-wide high or middle school of choice?

A school of choice, in theory, services all schools in the LEA. In order to calculate eligibility, you will have to determine the average poverty rate for all of the elementary schools in the LEA.

For a choice high or middle school that only serve a geographic region within the LEA, you will first need to determine the elementary schools in that geographic region and then calculate the average poverty rate for these elementary schools.

18) Can some activities be provided to students and/or schools not identified in the application?

No. In your application, you must name all of the schools that you will serve and provide evidence that each has a high concentration of low-income students.

19) May a consortium of eligible entities apply as a group?

Yes. A consortium of eligible entities can submit an application, but must submit a consortium agreement with its application. The relevant regulations from 34 CFR Part 75, Subsection C appear below:

Sec. 75.127--Eligible parties may apply as a group.

- a) Eligible parties may apply as a group for a grant.
 - b) Depending on the program under which a group of eligible parties seeks assistance, the term used to refer to the group may vary. The list that follows contains some of the terms used to identify a group of eligible parties:
 - (1) Combination of institutions of higher education.
 - (2) Consortium.
 - (3) Joint applicants.
 - (4) Cooperative arrangements.
- (Authority: 20 U.S.C. 1221e-3 and 3474)

Sec. 75.128--Who acts as applicant; the group agreement.

- (a) If a group of eligible parties applies for a grant, the members of the group shall either:
 - (1) Designate one member of the group to apply for the grant; or
 - (2) Establish a separate, eligible legal entity to apply for the grant.
 - (b) The members of the group shall enter into an agreement that:
 - (1) Details the activities that each member of the group plans to perform; and
 - (2) Binds each member of the group to every statement and assurance made by the applicant in the application.
 - (c) The applicant shall submit the agreement with its application.
- (Authority: 20 U.S.C. 1221e-3 and 3474)

Sec. 75.129--Legal responsibilities of each member of the group.

(a) If the Secretary makes a grant to a group of eligible applicants, the applicant for the group is the grantee and is legally responsible for:

(1) The use of all grant funds;

(2) Ensuring that the project is carried out by the group in accordance with Federal requirements; and

(3) Ensuring that indirect cost funds are determined as required under Sec. 75.564(e).

(b) Each member of the group is legally responsible to:

(1) Carry out the activities it agrees to perform; and

(2) Use the funds that it receives under the agreement in accordance with Federal requirements that apply to the grant.

(Authority: 20 U.S.C. 1221e-3 and 3474)

20) We currently have an API grant, are we eligible to apply for another API grant under this competition?

Yes. Eligible entities that currently have an active grant can apply for another API grant.

Note: If the schools identified in the application submitted for the fiscal year 2011 competition are the same schools identified in the active grant, applicants must clearly outline the new services and programs that will be provided under the new award. If sufficient documentation is not provided that clearly differentiates the services and programs funded under the active award from the new award, we may reduce the requested funding amount.

Priorities

21) Are there any absolute priorities that must be addressed in the application?

Yes. There are two absolute priorities in the FY 2011 competition. We will only consider applications that address these priorities.

• Absolute Priority 1: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education

This priority supports projects that provide students with increased access to rigorous and engaging coursework in STEM.

Note: The Advanced Placement Incentive program is designed to increase successful participation of low-income students in advanced placement courses and tests. Consequently, in responding to this priority, applicants must demonstrate how the project is designed to increase the access of low-income students to rigorous and engaging pre-advanced placement and advanced placement coursework in STEM.

• Absolute Priority 2: Expanding Access for Low-Income Individuals to Advanced Placement Program

This priority supports projects that expand access for low-income individuals to advanced placement programs by:

- 1) Demonstrating an intent to carry out activities that target schools with a high concentration of low-income students (as defined in the notice) or local educational agencies (LEAs) serving schools with a high concentration of low-income students;
- 2) Demonstrating a pervasive need for access to advanced placement incentive programs;
- 3) Demonstrating a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science;
- 4) Involving business and community organizations in the activities to be assisted;
- 5) Assuring the availability of matching funds from State, local, or other sources to pay for the costs of activities to be assisted; and
- 6) Demonstrating an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

Note: In responding to this absolute priority, an application must:

- Identify the specific schools (both middle and high schools) that would receive project services, and provide evidence that each school currently (i.e., during the 2010-11 school year) has a high concentration of low-income students during the 2010-11 school year; and
- Identify the amount and sources of matching funds. Consistent with 20 U.S.C. 6536, matching contributions under the API program must be resources that add “new monies” to an applicant’s current level of funding for advanced placement activities.

22) Must a project develop, enhance, or expand AP courses in all three subject matters—English, mathematics, and science—in all of the high schools served by the project?

No. The project as a whole must develop, enhance or expand AP courses in English, mathematics, and science in high schools with a high concentration of low-income students and a pervasive need for access to advanced placement programs. It is not required to address all three subject areas in every eligible high school it serves so long as the overall project addresses these three subject areas across all of the eligible high schools that will be served.

23) If a project focused only on pre-AP courses in English, mathematics, and science, would it meet the absolute priority’s requirement that projects develop, enhance, or expand advanced placement programs in English, mathematics, and science?

No. Advanced placement program includes, at a minimum, advanced placement courses. While a project may use grant funds to develop, enhance, or expand pre-AP courses and strategies, a project that focused exclusively on pre-AP courses would not meet the absolute priority.

24) What kinds of entities qualify as a “business?” What kinds of organizations qualify as “community organizations?”

Since the terms “business and community organizations” are not defined in the notice inviting applications or in the statute authorizing the API program, applicants are free to adopt their own reasonable definition of these terms. An applicant should articulate briefly in its application why it considers a particular entity to be a business or a community organization.

25) Must we involve both business and community organizations in the activities that will be assisted, or can we select either a business or community organizations?

To meet the absolute priority, the application must involve both business and community organizations.

26) Are we required to contribute a specific percentage of matching funds?

No. We require applicants to provide matching funds, but do not prescribe the specific amount or percentage of funds that must be contributed.

27) What funds can we use to satisfy the match? Do in-kind contributions count?

This matching requirement may be satisfied by either or both of the following:

- Allowable costs incurred by the applicant (and, in the case of a State educational agency, subgrantee). This includes allowable costs borne by non-Federal grants or by others and by cash donations from non-Federal third parties; and
- The value of third party in-kind contributions applicable to the project period.

Note: You may not include any costs or contributions that have been or will be counted towards satisfying a cost sharing or matching requirement of another Federal grant agreement, a Federal procurement contract, or any other award of Federal funds.

For additional information on matching:

State and local educational agencies should review 34 CFR 80.24 at the link below:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>

Non-profit organizations should review 34 CFR 74.23 at the link below:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>

28) Can we count the funds we receive through the Federal AP Test Fee program as matching funds? What about funds we receive through competitive Federal grants, such as the Foreign Language Assistance Program?

No. Your matching contribution must be provided from non-Federal funds.

29) Can we count the funds we receive through the Title I and Title II Teacher Quality programs as matching funds? Although these programs are Federal, we receive the funds from our SEA.

No. Your matching contribution must be provided from non-Federal funds. Federal grant monies that are distributed by SEAs to LEAs are Federal funds.

30) May we count in-kind services donated by a third-party as a matching contribution?

Yes. Applicants may count in-kind services donated by a third-party as a matching contribution provided that these services are:

- Not included as contributions for any other Federally-assisted project or program;
- Necessary and reasonable for proper and efficient accomplishment of project or program objectives; and
- Allowable under the API program and the applicable cost principles.

The values of third-party contributions of services and property must be established in accordance with the applicable cost principles.

For additional information on third-party contributions of services and property:

State and local educational agencies should review 34 CFR 80.24 at the link below:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>

Non-profit organizations should review 34 CFR 74.23 at the link below:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>

31) Can we use the funds we are currently spending on our AP programs (such as teacher salaries) to provide the required match?

Probably not. The statute's prohibition against supplanting non-Federal funds also applies to resources contributed by an applicant as a match. Matching contributions must supplement the resources that would otherwise have been available in the absence of API grant funds. In most cases, this means that the matching requirement must be met with “new money.”

There are limited circumstances, however, where the matching requirement could be met with existing costs. An applicant would have to demonstrate that these existing funds would not have continued in the absence of API grant funds. Determinations about whether the use of existing costs to meet the match are truly supplementary and do not supplant have to be made on a case-by-case basis.

32) Our API project proposes to establish new AP courses at two of our high schools and hire three new teachers to teach these courses. If we paid the salary of one of these teachers, could we count this as part of our match?

Determinations about whether the use of existing costs to meet the match are truly supplementary and do not supplant must be made on a case-by-case basis. Based on the limited facts provided, however, it is possible that the non-Federal funds used to pay one teacher's salary could be applied to meet the matching requirement. If your organization would not have hired this teacher in the absence of API grant funds, its payment of the teacher's salary probably could be considered a matching contribution. Remember also that only the portion of the teacher's

salary that is allocable to the project may count toward the match. For example, if the teacher will only spend 40 percent of his or her time teaching AP courses and performing other activities related to the project, your organization may count only 40 percent of his or her salary as a matching contribution.

33) If a computer lab is currently in place, could we count the use of the lab for online courses as part of the match?

Matching contributions must supplement the resources that would otherwise have been available in the absence of API grant funds. While determinations about whether the use of existing costs to meet the match are truly supplementary and do not supplant must be made on a case-by-case basis, it is unlikely that the costs of equipment you purchased for an existing computer lab would be considered supplementary.

34) The notice indicates that we may charge indirect costs to the grant, though at the restricted rate. If we decide not to charge the grant for any indirect costs, could we count these costs as an in-kind match?

Yes. Your organization has the option to waive all or a portion of its claims for indirect costs at the restricted rate. Your organization may consider any amount it waives as an in-kind matching contribution because these are costs that it would not have incurred in the absence of the API grant award. Like all other grant expenditures, your organization must maintain proper records accounting for the use of these grant funds.

35) Are we allowed to purchase computers, software, and Internet service in order to ensure access for low-income students to online AP courses?

Yes. API grant funds can be used to purchase equipment and software under some circumstances. These costs must be clearly related to the goals of your project and be necessary for the proper and efficient performance and administration of your grant award. The costs must be reasonable, allocable, and meet other requirements set out in the appropriate OMB Circular for your type of organization (see links included below for more information).

For example, if the computers purchased will only be used 25 percent of the time for project-related activities, only 25 percent of the costs are allocable to the grant. Finally, API grant funds may be used for this purpose only if these funds supplement and do not supplant non-Federal funds available for this purpose.

Applicants should outline clearly how the equipment is going to be utilized in the project narrative section of the application and describe costs associated with purchasing the equipment and software in detail in the budget narrative.

- (1) State, local, and Indian tribal governments should consult OMB Circular A-87, which can be found at the link below:

http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html

(2) Non-profit entities should consult OMB Circular A-122, which can be found at the link below:

http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

36) Are there any competitive preference priorities that will be used to score applications?

Yes. There is one competitive preference priority in the FY 2011 competition. Applicants can select to address or not address the competitive preference priority. We award an **additional five points** to an application that meets this priority.

This priority supports projects that provide services to students enrolled in persistently lowest-achieving schools.

Note: To meet this competitive preference priority, the applicant must provide evidence in its application (**Project Abstract section**) that its proposed project will serve one or more persistently lowest-achieving schools.

37) What is the definition of “persistently lowest-achieving schools?”

“Persistently lowest-achieving schools” means, as determined by the State: (i) Any Title I school in improvement, corrective action, or restructuring that (a) is among the lowest-achieving five percent of Title I schools in improvement, corrective action, or restructuring or the lowest-achieving five Title I schools in improvement, corrective action, or restructuring in the State, whichever number of schools is greater; or (b) is a high school that has had a graduation rate as defined in 34 CFR 200.19(b) that is less than 60 percent over a number of years; and (ii) any secondary school that is eligible for, but does not receive, Title I funds that: (a) is among the lowest-achieving five percent of secondary schools or the lowest-achieving five secondary schools in the State that are eligible for, but do not receive, Title I funds, whichever number of schools is greater; or (b) is a high school that has had a graduation rate as defined in 34 CFR 200.19(b) that is less than 60 percent over a number of years.

To identify the persistently lowest achieving schools, a State must take into account both: (i) The academic achievement of the all students group in a school in terms of proficiency on the State’s assessments under section 1111(b)(3) of the ESEA in reading/language arts and mathematics combined; and (ii) the school’s lack of progress on those assessments over a number of years in the all students group

38) Where can I find the list of the persistently low-achieving schools in my State?

Each State's list of approved persistently low-achieving schools can be found in the School Improvement Grant (SIG) application that was submitted by the State and approved by the U.S. Department of Education in 2010. Approved State applications can be found on the Department's website at the link below:

<http://www2.ed.gov/programs/sif/summary2010/index.html>

39) The approved State application includes a list of schools with different classifications. Which schools on the list are eligible for the additional 5 competitive preference priority points?

Competitive preference priority points will be awarded for applications that include one or more schools that are identified as “Tier I” and “Tier II” on the approved 2010 State list. Competitive preference points will NOT be awarded to applications that include schools identified as “Tier III or Newly Eligible.”

40) Who will award the competitive priority points?

The API program staff will award the competitive preference priority points.

41) Will an applicant receive more competitive priority points if it includes more than one persistently lowest-achieving school in its application?

No. Applicants will be awarded 5 points regardless of whether they propose to serve 1, 2, or 3 persistently lowest-achieving schools. As long as one persistently lowest-achieving school is included, the full 5 points will be awarded.

Note: In order to receive the 5 points, it is very important that applicants clearly list the school(s) that will be served by the project **in the project abstract**.

42) What should an applicant consider if it wants to include a persistently lowest-achieving school in its application?

Some schools identified as persistently lowest-achieving will receive SIG funding and will be required to adopt one of four school intervention models (turnaround, restart, school closure, or transformation). If an applicant proposes to serve a school that it anticipates will receive SIG funds, it should ensure that the project services are consistent with the school intervention model selected. So, for example, if an applicant wishes to include a school it anticipates will receive SIG funding, it should consider the fact that the school will be required to undergo major changes that may impact staffing, administration, and possible closure. Additionally, the school will receive a large amount of funding under SIG – up to \$2 million per year for three years.

The applicant should carefully consider these factors in its proposal. It should not propose services that cannot be implemented because they are inconsistent with the SIG reform models. For more information on the reform models and SIG requirements, see the SIG Web site at: <http://www.ed.gov/programs/sif/index.html>.

Grant Award Amount and Duration

43) How much funding is available for awards in FY 2011?

Approximately \$11.5 million dollars are available in FY 2011 for awards. The Department anticipates awarding 17 new grant awards.

44) Is there a maximum amount that eligible entities can request?

Yes. The maximum allowed for any 12-month budget period is \$650,000. The total 12-month maximum award amount includes both **direct and indirect costs**. We will **REJECT** any application that proposes a budget exceeding \$650,000 for a single budget period of 12 months.

Budget Period	Maximum Award Amount (includes direct and indirect costs)
Budget Period 1: August 2011 – July 2012	\$650,000
Budget Period 2: August 2012 – July 2013	\$650,000
Budget Period 3: August 2013 – July 2014	\$650,000

45) Can we request funds for more than one year?

Yes. Projects under the API program may be funded for up to 36 months. Funding is awarded on a yearly basis and is contingent upon the demonstration of substantial progress toward meeting project goals and objectives each year and the availability of future funding.

Deadlines

46) What is the deadline for the notice of intent to apply?

We ask prospective applicants to inform us by e-mail if they intend to apply by April 15, 2011. Submitting a notice of intent to apply is optional. We ask for this information only so that we can determine how many peer reviewers we will need to evaluate applications.

47) Where do I send my notice of intent to apply?

Please email your notice of intent to apply to AdvancedPlacementProgram@ed.gov. Please put “Notice of Intent to Apply” in the subject header of your message.

48) Am I required to submit a notice of intent to apply?

No. Applicants are not required to submit a notice of intent to apply. If you do not submit a notice of intent to apply, you may still submit an application for funding.

49) What should I use as the project start date?

You may use August 2011 as your project start date for purposes of the application. Should you receive an award and this date is different, you will be asked to adjust your timeline according to the actual start date.

50) What is the deadline for submitting applications?

Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on May 16, 2011.

Budget

51) How can funds be used under this grant program?

The primary purpose of the API program is to increase the successful participation of low-income students in advanced placement courses and tests. Funds must be used to expand access for low-income individuals to advanced placement incentive programs that involve:

- Teacher training;
- Pre-advanced placement course development;
- Coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses;
- Books and supplies;
- Activities to increase the availability of, and participation in, on-line advanced placement courses; or
- Any other activity directly related to expanding access to and participation in advanced placement incentive programs, particularly for low-income individuals.

52) How does the Supplement-Not-Supplant provision impact the program?

Funds provided under the API program must be used only to supplement, and not to supplant, other non-Federal funds that are available to expand access to advanced placement or pre-advanced placement courses and tests.

53) Which indirect cost rate should we use? Should we use the restricted or the unrestricted rate?

Because the API program includes a supplement-not-supplant provision, applicants must use the restricted indirect cost rate. It is up to each applicant to decide whether it will charge indirect costs. If an applicant receives an award under the API program, it will have to provide a copy of its approved indirect cost rate agreement prior to receiving funding. While not required as an attachment to the application, applicants are highly encouraged to submit a copy of their agreement. (Part 6: Other Attachment Forms).

54) What happens if I do not have an agreement in place?

If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the *Important Information Regarding Restricted Indirect Cost Rates* section of this application package.

Performance Goals and Reporting

55) Do we need to establish yearly targets for each project objective?

Applicants must include in their application the goals and objectives to be achieved by the proposed project. For each objective, please provide yearly **targets**. These targets will be used to measure your progress in meeting the goals and objectives outlined in your application.

You will be required to report annually on your success in meeting your goals, objectives, and yearly targets. We will make continuation awards only to those grantees that have made substantial progress in achieving their project goals and objectives.

56) Are there specific Government Performance and Results Act (GPRA) measures for this grant program?

Yes. In addition to the statutory [section 1705(f) of the ESEA] data requirements, the Department has established two GPRA indicators for the API program as follows:

- (1) The ratio of Advanced Placement (AP), International Baccalaureate (IB), and other advanced placement tests recognized by the Secretary taken in public high schools served by API grants to the number of seniors enrolled at those high schools.
- (2) The ratio of AP, IB, and other approved advanced placement tests passed (AP tests receiving scores of 3 or higher, IB tests receiving scores of 4 or higher, or other advanced placement tests receiving equivalent scores) by low-income students in public high schools served by API grants to the number of low-income seniors enrolled at those schools.

If funded, applicants will be asked to collect and report data in their performance and final reports about progress toward this measure.

Technical Assistance Workshops for Prospective Applicants

The U.S. Department of Education will conduct two (2) technical assistance webinars to discuss the applicant's priorities, selection criteria, requirements, definitions, and answer frequently asked questions.

Please note that each webinar allows for a maximum of 75 participants, and registration will be accepted on a first-come, first-served basis.

The dates for the webinar are as follows:

Thursday, March 31, 9:30—11:00 a.m. (EST)

To register for the webinar on Thursday, March 31, please email APIPwebinar1@seiservices.com. Please type "API TA Webinar" in the subject line.

Thursday, April 7, 1:00—2:30 p.m. (EST)

To register for the webinar on Thursday, April 7, please email APIPwebinar2@seiservices.com. Please type "API TA Webinar" in the subject line.

Note: If you are unable to participate in these webinar events, the slide presentation will be posted in the "Applicant Info" section of the API program web pages (link below). The list of frequently asked questions will be posted in the "FAQs" section.

<http://www2.ed.gov/programs/apincent/index.html>

Application Submission Procedures

The deadline for submission of Advanced Placement Incentive Program applications through Grants.gov is May 16, 2011.

Application Transmittal Instructions

Attention Electronic Applicants: This program **requires** the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. Please note that you **must** follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

Applications Submitted Electronically

Applications for grants under this program must be submitted electronically using the Governmentwide Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may **not** e-mail an electronic copy of a grant application to us.

Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system **no later than 4:30:00 p.m., Washington, DC time, on the application deadline date**. Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date.

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in this application package to ensure that you submit your application in a timely manner to the Grants.gov system.

Please note the following:

- You must attach any narrative sections of your application as files in a **.pdf** (Portable Document) format. **If you upload a file type other than a .pdf file, or submit a password-protected file, we will not review that material.**
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.
- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters. The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do

not wait until the application deadline date to begin the submission process through Grants.gov.

- Your electronic application must comply with any page-limit requirements described in this application package.
- **SPECIAL NOTE: DELAYS IN CENTRAL CONTRACTOR REGISTRATION SYSTEM PROCESSING TIME**
 - In order to submit an application through Grants.gov, your organization must have an active registration in the Central Contractor Registration System (CCR). Recent system problems have significantly slowed the CCR processing time. For this reason, if your organization is not registered in the CCR, we urge you to register as soon as possible. If your organization is registered but you are unsure whether the registration is active (registration must be renewed annually), we urge you to check your registration status as soon as possible. The CCR system is available at the link below: <https://www.bpn.gov/ccr/>
- If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

According to the instructions found in the Federal Register notice, only those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

Submission of Paper Applications by Mail:

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.330C)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Applications Delivered by Commercial Carrier:

- Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Submission of Paper Applications by Mail,” then follow the mailing instructions under the appropriate delivery method.

All express mail carriers (including UPS, FED-E, DSL, etc.) must deliver packages to the LBJ mailroom.

U.S. Department of Education
LBJ Basement Level 1
Application Control Center
Attention: (CFDA Number 84.330C)
400 Maryland Avenue, SW
Washington, DC 20202 - 4260

Submission of Paper Applications by Hand Delivery:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.330C)
550 12th Street, SW.
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications:

If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application

deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Submitting Applications with Adobe Reader Software

The Department of Education, working with Grants.gov, is currently moving from using PureEdge software to using Adobe Reader software exclusively and applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Applicants will no longer need to use the PureEdge software to create or submit an application.

Please note: The compatible version of Adobe Reader is **required** for viewing, editing and submitting a complete grant application package for the Department of Education through Grants.gov. Applicants should confirm the compatibility of their Adobe Reader version **before** downloading the application. To ensure applicants have a version of Adobe Reader on their computer that is compatible with Grants.gov, applicants are encouraged to use the test package provided by Grants.gov that can be accessed at <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

Important issues to consider:

- If the applicant opened or edited the application package with any software other than the compatible version of Adobe Reader, the application package may contain errors that will be transferred to the new package even if you later download the compatible Adobe Reader version.
- Applicants **cannot** copy and paste data from a package initially opened or edited with an incompatible version of Adobe Reader and will need to download an **entirely new package** using the compatible version of Adobe Reader.
- Some applicants using an incompatible version of Adobe Reader **may have trouble** opening and viewing the application package while others may find they can open, view and complete the application package but **may not be able to submit** the application package through Grants.gov.
- Grants.gov **does not** guarantee to support versions of Adobe Reader that are not compatible with Grants.gov.
- Any and all edits made to the Adobe Reader application package **must** be made with the compatible version of Adobe Reader.

For your convenience, the latest version of Adobe Reader is available for free download at http://grantsgov.tmp.com/static2007/help/download_software.jsp#adobe811.

We strongly recommend that you review the information on computer and operating system compatibility with Adobe available at http://www.grants.gov/applicants/applicant_faqs.jsp#software **before** downloading, completing or submitting your application.

Applicants are reminded that they should submit their application a day or two in advance of the closing date as detailed in the Federal Register Notice. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization’s e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: <http://www.grants.gov/securitycommebiz/>.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor

Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site:

http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs:
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

Application Instructions

Electronic Application Submission Checklist

It is recommend that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package or individually for each form on Grants.gov.

Review your electronic application to ensure you have completed the following forms and sections:

Part 1: Preliminary Documents

- ☐ Application for Federal Assistance (form SF 424)
- ☐ ED Supplemental Information for SF 424

Part 2: Budget Information

- ☐ ED Budget Information Non-Construction Programs (ED Form 524)

Part 3: ED Abstract Form

- ☐ Project Abstract

Part 4: Project Narrative Attachment Form

- ☐ Application Narrative

Part 5: Budget Narrative Attachment Form

- ☐ Budget Narrative

Part 6: Other Attachments Form

- ☐ Absolute priority documentation that establishes each school's eligibility under the API program
- ☐ Individual Resumes for Project Director and Key Personnel
- ☐ Copy of Indirect Cost Rate agreement (optional)
- ☐ Copy of Consortium Agreement (as applicable)
- ☐ Documentation that establishes an organization's status as a national nonprofit education entity (as applicable)

Part 7: Assurances and Certifications

- ☐ Assurances for Non-Construction Programs (SF 424B Form)
- ☐ Disclosure of Lobbying Activities (Standard Form LLL)
- ☐ Grants.gov Lobbying Form
- ☐ General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)
- ☐ Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)

Part 8: Intergovernmental Review (Executive Order 12372)

☐ State Single Point of Contact (SPOC) List

Part 1: Preliminary Documents

- ☐ Application for Federal Assistance (Form SF 424)
- ☐ ED Supplemental Information for SF 424

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number).

When applying electronically via Grants.gov, you will need to ensure that the DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the Central Contractor Registry.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

Note: *Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.*

Instructions for the SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in

	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		parentheses.		
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State		
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. <table border="1" data-bbox="151 720 849 1302"> <tr> <td data-bbox="151 720 505 1213"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority </td> <td data-bbox="505 720 849 1302"> M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify) </td> </tr> </table>	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)				

[U.S Department of Education note: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

Instructions for the ED Supplemental Information for SF 424

- 1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

- 3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

If Not Human Subjects Research. Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt).

In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, DC 20202-4260.

Definitions for ED Supplemental Information for SF 424

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities, which meet this definition, constitute research whether or not they are conducted or

supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and

(b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) Human Subjects Involvement and Characteristics:

Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) Sources of Materials: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) Recruitment and Informed Consent: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who

will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) Potential Risks: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) Protection Against Risk: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) Importance of the Knowledge to be Gained: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the

importance of the knowledge that may reasonably be expected to result.

(7) Collaborating Site(s): If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

Part 2: Budget Information

☐ ED Budget Information Non-Construction Programs (ED Form 524)

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for each year of the project (up to 36 months) and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided within this application package.

Instructions for completing ED Form 524 Section A:

Name of Institution/Organization: Enter the name of the applicant in the space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6. Applicants must set aside adequate funds within their proposed budget to send the project director to a two-day technical assistance meeting in Washington, DC, in each year of the project period.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): Please review the Important Information Regarding Restricted Indirect Cost Rates found in this application package.

This program has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds. Under 34 CFR 75.563, if a grantee decides to charge indirect costs to a program with this type of statutory requirement, the grantee shall use a **restricted** indirect cost rate computed under 34 CFR 76.564 through 76.569.

Indicate the applicant's approved, **restricted**, indirect cost rate, per sections 75.560 – 75.580 of EDGAR. If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the *Important Information Regarding Restricted Indirect Cost Rates* section of this application package.

Training Stipends (line 11): This line item is not applicable to this program. The training stipend line item only pertains to costs associated with long term training programs and college or university coursework, not workshops or short-term training supported by this program. *Salary stipends paid to teachers and other school personnel for participating in short-term professional development should be reported in Personnel (line 1).*

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 15a on the application cover sheet (SF Form 424).

Instructions for completing ED Form 524 Section B:

In order to meet the **absolute priority**, applicants must complete Section B (Budget Summary—Non-Federal Funds) of this form. Matching funds provided by the applicant must be shown for each applicable budget category on lines 1-11 of Section B in accordance with Federal requirements that apply to the grant.

Additionally, applicants must provide a budget narrative (which serves to meet the requirements of ED Form 524 Section C) for the identified matching funds. In the narrative, applicants must include an itemized budget breakdown for each project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures in order to meet the **absolute priority** for this program.

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

You must consult with your Business Office prior to submitting this form.

Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a

restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED’s general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-

governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB’s website at:

<http://www.whitehouse.gov/omb/circulars/index.html>

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of “Training grants” (34 CFR 75.562) and grants under programs with “Supplement not Supplant” requirements (“Restricted Rate” programs) by a “modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for “Training grants” or grants under “Restricted Rate” programs, you must refer to the information and examples on ED’s website at:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0008. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202..

Part 3: ED Abstract Form

This section should be attached as a single document to the ED Abstract Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.pdf). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

☐ Project Abstract

The project abstract should include a concise description of the following information:

- Project purpose
- Project goals and objectives
- Major activities

In addition to the narrative, please provide the following information for each school (both middle and high schools) named in the application:

- Name and location of school (city and state)
- Indicate if the school is a persistently low-achieving school
- Percent of student enrollment from low-income families
- Option selected to determine students' low-income status

Name and location of school	Persistently low-achieving school (place a check in box)	Percent	Option

Note: Grants.gov may include a note that indicates that the project abstract may not exceed one page; however, an abstract of more than one page may be uploaded.

Part 4: Project Narrative Attachment Form

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov) and should be organized in the following manner and include the following parts in order to expedite the review process.*

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.pdf). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

☐ Table of Contents

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double spaced page.

☐ Application Narrative

The application narrative responds to the selection criteria found in this application package and should follow the order of the selection criteria.

We encourage applicants to limit this section of the application to the equivalent of no more than **40** pages and adhere to the following guidelines:

Selection Criteria for Program Narrative

The maximum score for all selection criteria is **95 points**. The points or weights assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria:

Need for the Project

In determining the need for the proposed project, we will consider the extent to which the application demonstrates a pervasive need for access to advanced placement incentive programs by low-income individuals (10 points).

Quality of Project Design

In determining the quality of the design of the proposed project, we will consider the following factors:

- (1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (10 points).
- (2) The extent to which the proposed project demonstrates a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science (15 points).
- (3) The extent to which the proposed project will expand access to and participation in advanced placement incentive programs, particularly for low-income individuals (10 points).

- (4) The extent to which the proposed project will increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded (10 points).
- (5) The extent to which the proposed project is part of a comprehensive effort to improve teaching and learning and support rigorous academic standards for students (15 points).

Quality of the Management Plan

In determining the quality of the management plan for the proposed project, we will consider the following factors:

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (10 points).
- (2) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project (5 points).
- (3) Consistent with 34 CFR 75.209(a)(1)(iv), the extent to which the applicant demonstrates that it will have the capacity to report annually the data required by section 1705(f) of the ESEA and section VI. 5. (Performance Measures) of the notice (10 points).

Competitive Preference Priority

There is one competitive preference priority from the notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486) (2010 NFP). An additional **five points** will be awarded to an application that meets this priority. Applicants are not required to address this priority.

Turning Around Persistently Lowest-Achieving Schools:

Competitive preference points will be awarded to projects that provide services to students enrolled in persistently lowest-achieving schools (as defined in the notice).

Note: To meet the competitive preference priority, applicants must clearly list the school(s) that will be served by the project **in the project abstract**.

Part 5: Budget Narrative

*This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner and include the following parts in order to expedite the review process.*

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.pdf). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Each application must also provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditure. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project (up to 36 months).

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

Important Notes

- Applicants are encouraged to review OMB Circular A-21, *Cost Principles for Educational Institutions* [OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* or OMB Circular A-122, *Cost Principles for Nonprofit Organizations*] in preparing their budget and budget narrative.
- OMB Circular A-21 may be found at the following link:
http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
- OMB Circular A-87 may be found at the following link:
http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
- OMB Circular A-122 may be found at the following link:
http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

Suggested Guidelines for the Budget Narrative

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of the each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.

Note:

- This program has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds. Funds provided under this program must be used only to supplement, and not supplant, other non-Federal funds that are available for the purposes of this program.
- Applicants must include the information below for both the Federal funds you are requesting (ED Form 524 Section A) and the non-Federal (matching) funds that you identified (ED Form 524 Section B).

To facilitate the review of your Budget Narrative, we encourage each applicant to include the following information for each year of the project:

1. Personnel

- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

2. Fringe Benefits

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

3. Travel

- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

4. Equipment

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

5. Supplies

- Provide an itemized estimate of materials and supplies by nature of expense or general

category (e.g., instructional materials, office supplies, etc.).

- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

6. Contractual

- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide a brief statement that you have followed the procedures for procurement under 34 CFR Parts 74.40 - 74.48 and Part 80.36.
- Provide the basis for cost estimates or computations.

7. Construction

- Not applicable.

8. Other

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = \$500, postage = \$750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs

- The amount that is the sum of expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant).
- Remember to provide a copy of the most recent approved indirect cost agreement in the Other Attachments form section of the application (optional, but highly encouraged).

Note: This program has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds. Under 34 CFR 75.563, if a grantee decides to charge indirect costs to a program with this type of statutory requirement, the grantee shall use a **restricted** indirect cost rate computed under 34 CFR 76.564 through 76.569.

11. Training Stipends

- Not applicable.

12. Total Costs

- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project period (up to 36 months).

Important Information Regarding Indirect Cost Rates

The Department of Education (ED) reimburses a grantee for part of its indirect costs incurred in projects funded by the Advanced Placement Incentive program (CFDA 84.330C). These kinds of costs generally are recovered through an indirect cost rate (ICR) that the grantee negotiates with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget or the State agency that provides the most subgrant funds to the grantee.

Note: Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR they are using in their budget. Applicants for discretionary grants that are not a State or a local government and that do not have a negotiated restricted rate may use the eight percent rate described at EDGAR § 76.564(c)(2). The eight percent rate must be multiplied by the modified total direct cost base described in EDGAR § 76.569.

If an applicant selected for funding under this competition has not already established a current indirect cost rate with its cognizant agency as a result of current or previous funding, ED requires the grantee to propose a restricted rate to its cognizant agency within **90 days** after the beginning date of the grant award. Applicants should be aware that ED is very often not the cognizant agency for its own grantees.

Also, an applicant that has not previously established a restricted indirect cost rate with its cognizant agency and that is selected for funding will not be allowed to charge its grant for indirect costs until it has negotiated a current indirect cost rate agreement with its cognizant agency.

Applicants with questions about charging indirect costs on this competition should contact the competition contact person noted elsewhere in this application package.

Part 6: Other Attachment Form

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.pdf). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

☐ **Absolute Priority**

Applicants must identify and list the specific schools (both middle and high schools) that will receive project services. Additionally, applicants must provide documentation which confirms that the selected schools have a high concentration of low-income students as defined by the program statute and guidance provided within this application package. A general statement of applicant's qualification for the absolute priority is **not** sufficient to meet this requirement.

☐ **Individual Resumes for Project Directors and Key Personnel**

Provide brief resumes or job descriptions that describe their qualifications for the responsibilities they will carry out under the project.

☐ **Copy of Indirect Cost Rate Agreement (optional)**

If an applicant decides to charge indirect costs to this program and there is a restricted, indirect cost rate in place, the applicant is encouraged, but not required, to attach a copy of the most recent **approved** Indirect Cost Agreement to this section. We may request this information at a later date.

If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the *Important Information Regarding Restricted Indirect Cost Rates* section found in the previous section of this application package.

☐ **Copy of consortium agreement (as applicable)**

Consortium applicants must submit a copy of a consortium agreement that details the activities that each member of the group plans to perform and binds each member of the group to every statement and assurance made by the applicant in accordance with Federal requirements that apply to the grant.

☐ **Documentation that establishes an organization's status as a national nonprofit**

educational entity (as applicable)

Applicants hoping to apply as national nonprofit educational entities must provide documentation that establishes their status as a national nonprofit educational entity and their expertise in advanced placement services.

Applicants should provide a copy of the organization's charter, articles of incorporation, or other documents creating/establishing the organization which classify the organization as a national organization and describe the organization's mission as being national in scope. Applicants should include information verifying that the organization has a national presence as is indicated in the scope of its work. Applicants should also include a statement that establishes their expertise in advanced placement services.

Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in [Grants.gov](https://www.grants.gov), and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- ☐ Assurances for Non-Construction Programs (SF 424B Form)
- ☐ Disclosure of Lobbying Activities (SF LLL Form)
- ☐ Certification Regarding Lobbying (ED 80-0013 Form)
- ☐ General Education Provisions Act (GEPA) Requirements – Section 427
- ☐ Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Instructions for Meeting the General Education Provisions Act (GEPA)

Section 427 Requirements

All applicants for new awards **must** include information in their applications to address this new provision in order to receive funding under this program.

Section 427 **requires** each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

A general statement of an applicant's nondiscriminatory hiring policy is **not** sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Please review the Notice to all Applicants (included in the electronic application package in Grants.gov) for further information on meeting the provisions in the Department of Education's General Education Provisions Act (GEPA).

Applicants are **required** to address this provision by attaching a statement (not to exceed three pages) to the **ED GEPA427 form** that is included in the electronic application package in Grants.gov.

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

OMB No. 1894-0010 Exp.
05/31/2012

Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact (SPOC) process and a list of names by State can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.pdf>

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.330C, U.S. Department of Education, room 7E200, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

Not all states have chosen to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located in a State that does not have a SPOC, you may send application materials directly to the Department as described in the *Federal Register* notice.

Reporting and Accountability

Successful applicants with multi-year grants must submit an **annual performance report** demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.

At the end of the project period, applicants will also be required to submit a **final performance report**.

Under the Government Performance and Results Act (GPRA), the following performance indicators have been established to evaluate the overall effectiveness of the Advanced Placement Incentive Program:

- (1) The ratio of Advanced Placement (AP), International Baccalaureate (IB), and other advanced placement tests recognized by the Secretary taken in public high schools served by API grants to the number of seniors enrolled at those high schools.
- (2) The ratio of AP, IB, and other approved advanced placement tests passed (AP tests receiving scores of 3 or higher, IB tests receiving scores of 4 or higher, or other advanced placement tests receiving equivalent scores) by low-income students in public high schools served by API grants to the number of low-income seniors enrolled at those schools.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

Legal and Regulatory Information

Notice inviting applications

4000-01-U

DEPARTMENT OF EDUCATION

Office of Elementary and Secondary Education

Overview Information

Advanced Placement Incentive Program

Notice inviting applications for new awards for fiscal year (FY)
2011.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.330C.

Dates:

Applications Available: March 16, 2011.

Deadline for Notice of Intent to Apply: April 15, 2011.

Deadline for Transmittal of Applications: May 16, 2011.

Deadline for Intergovernmental Review: July 14, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Advanced Placement Incentive (API) program awards competitive grants designed to increase the successful participation of low-income students in advanced placement courses and tests. The program expands opportunities for low-income students to take college-level classes and earn college credit while still in high school. The program also

supports efforts to raise the rigor of the academic curriculum for all students attending high-poverty schools.

Priorities: This competition includes two absolute priorities and one competitive preference priority. Absolute Priority 1: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education and the competitive preference priority are from the notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486) (2010 NFP). In accordance with 34 CFR 75.105(b)(2)(iv), Absolute Priority 2: Expanding Access for Low-Income Individuals to Advanced Placement Programs is from section 1705(c) of the Elementary and Secondary Education Act of 1965, as amended (ESEA), 20 U.S.C 6535(c).

Absolute Priorities: For FY 2011 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are absolute priorities. Under 34 CFR 75.105(c)(3) we consider only applications that meet these priorities.

These priorities are:

Absolute Priority 1: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education.

Projects that are designed to address the following priority area:

Providing students with increased access to rigorous and engaging coursework in STEM.

Note: The Advanced Placement Incentive program is designed to increase successful participation of low-income students in advanced placement courses and tests. Consequently, in responding to this priority, applicants must demonstrate how the project is designed to increase the access of low-income students to rigorous and engaging pre-advanced placement and advanced placement coursework in STEM.

Absolute Priority 2: Expanding Access for Low-Income Individuals to Advanced Placement Programs.

This priority supports projects that expand access for low-income individuals to advanced placement programs by--

(1) Demonstrating an intent to carry out activities that target schools with a high concentration of low-income students (as defined in the notice) or local educational agencies (LEAs) serving schools with a high concentration of low-income students;

(2) Demonstrating a pervasive need for access to advanced placement incentive programs;

(3) Demonstrating a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science;

(4) Involving business and community organizations in the activities to be assisted;

(5) Assuring the availability of matching funds from State, local, or other sources to pay for the costs of activities to be assisted; and

(6) Demonstrating an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

Note: In responding to this absolute priority, an application must --

(1) Identify the specific schools (both middle and high schools) that would receive project services, and provide evidence that each school currently (i.e., during the 2010-11 school year) has a high concentration of low-income students; and

(2) Identify the amount and sources of matching funds. Consistent with 20 U.S.C. 6536, matching contributions under the API program must be resources that add "new monies" to an applicant's current level of funding for advanced placement activities.

Competitive Preference Priority: For FY 2011 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i)

we award an additional five points to an application that meets this priority.

This priority is:

Turning Around Persistently Lowest-Achieving Schools.

Projects that are designed to address the following priority area:

Providing services to students enrolled in persistently lowest-achieving schools (as defined in this notice).

Note: To meet this competitive preference priority, the applicant must provide evidence in its application that its proposed project will serve one or more persistently lowest-achieving schools.

Definitions: The following definitions are taken from the API program authorizing statute in section 1707 of the ESEA (20 U.S.C. 6537) and the 2010 NFP.

Advanced placement test means an advanced placement test administered by the College Board or approved by the Secretary (20 U.S.C. 6537).

Note: The Secretary approves as advanced placement tests International Diploma Programme examinations administered by the International Baccalaureate Organization, and Cambridge International A and AS Levels administered by Cambridge University International Examinations. As part of the grant application process, applicants may request approval of tests

from other educational entities that provide comparable programs of rigorous academic courses and testing through which students may earn college credit.

High concentration of low-income students, used with respect to a school, means a school that serves a student population 40 percent or more of whom are low-income individuals (20 U.S.C. 6537).

Low-income individual means an individual who is determined by a State educational agency (SEA) or LEA to be a child, ages 5 through 19, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of the ESEA, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under Part A of title IV of the Social Security Act, or data on children eligible to receive medical assistance under the medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data (20 U.S.C. 6537).

Persistently lowest-achieving schools means, as determined by the State: (i) Any Title I school in improvement, corrective action, or restructuring that (a) is among the lowest-achieving five percent of Title I schools in improvement, corrective action, or restructuring or the lowest-achieving five Title I schools in improvement, corrective action, or restructuring in

the State, whichever number of schools is greater; or (b) is a high school that has had a graduation rate as defined in 34 CFR 200.19(b) that is less than 60 percent over a number of years; and (ii) any secondary school that is eligible for, but does not receive, Title I funds that: (a) is among the lowest-achieving five percent of secondary schools or the lowest-achieving five secondary schools in the State that are eligible for, but do not receive, Title I funds, whichever number of schools is greater; or (b) is a high school that has had a graduation rate as defined in 34 CFR 200.19(b) that is less than 60 percent over a number of years.

To identify the persistently lowest achieving schools, a State must take into account both: (i) The academic achievement of the "all students" group in a school in terms of proficiency on the State's assessments under section 1111(b)(3) of the ESEA in reading/language arts and mathematics combined; and (ii) the school's lack of progress on those assessments over a number of years in the "all students" group (NFP 2010).

Program Authority: 20 U.S.C. 6531-6532; 6535-6537.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, and 99. (b) The notice of final supplemental priorities and definitions for discretionary

grant programs published in the Federal Register on December 15, 2010 (75 FR 78486).

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration's budget request for FY 2011 does not include funds for this program. In place of this and several other narrowly targeted programs that seek to improve student achievement in high schools or provide an accelerated curriculum, the Administration has proposed to create, through the reauthorization of the ESEA reauthorization, a broader program, College Pathways and Accelerated Learning, that would support efforts to increase preparation for college matriculation and success through the introduction of advanced courses in high-poverty middle and high schools as well as other accelerated curriculum options (such as dual high school/college enrollment and early college schools) in those schools. However, we are inviting applications for the API program to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2012 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$200,000-\$650,000.

Estimated Average Size of Awards: \$425,000.

Maximum Award: We will reject any application that proposes a budget exceeding \$650,000 for a single budget period of 12 months. The Assistant Secretary for Elementary and Secondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 17.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants:

- (a) SEAs;
- (b) LEAs, including charter schools that are considered LEAs under State law; or
- (c) National nonprofit educational entities with expertise in advanced placement services.

Note: In the case of an eligible entity that is an SEA, the SEA may use API grant funds to award subgrants to LEAs to enable those LEAs to carry out authorized activities that support the absolute priorities for this competition.

2. a. Cost Sharing or Matching: In order to meet Absolute Priority 2: Expanding Access for Low-Income Individuals to Advanced Placement Programs for this competition,

an applicant must provide matching funds from State, local, or other sources to pay for the costs of activities to be assisted.

b. Supplement-Not-Supplant: This program involves supplement-not-supplant funding requirements. Funds provided under this program must be used only to supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals to pay for the cost of advanced placement test fees or to expand access to advanced placement or pre-advanced placement courses (20 U.S.C. 6536). This restriction also has the effect of allowing projects to recover indirect costs only on the basis of a restricted indirect cost rate, according to the requirements in 34 CFR 75.563 and 34 CFR 76.564 through 76.569.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet, or from the program office.

To obtain a copy via the Internet, use the following address:

<http://www.ed.gov/fund/grant/apply/grantapps/index.html>.

To obtain a copy from the program office, contact: Ivonne Jaime, U.S. Department of Education, 400 Maryland Avenue, SW., LBJ Building, room 3E310, Washington, DC 20202-6200.

Telephone: (202) 260-1519 or by email:

AdvancedPlacementProgram@ed.gov

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at: 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Notice of Intent to Apply: We will be able to develop a more efficient process for reviewing grant applications if we have a better understanding of the number of entities that intend to apply for funding. Therefore, we strongly encourage each potential applicant to send a notification of its intent to apply for funding to AdvancedPlacementProgram@ed.gov by April 15, 2011. The notification of intent to apply for funding is optional. Applicants that do not supply this e-mail notification may still apply for funding.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to

evaluate your application. We encourage you to limit the narrative to the equivalent of no more than 40 pages and suggest that you use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative. Titles, headings, footnotes, quotations, references, and captions, as well as text in charts, tables, figures, and graphs, can be single spaced.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

- Number all pages consecutively using the style 1 of 40, 2 of 40, and so forth.

- Include a table of contents with page references.

The suggested page limit does not apply to the table of contents; forms; the budget section, including the narrative budget justification; the assurances and certifications; the one-page abstract; the resumes; or the letters of support. However, the suggested page limit does apply to all of the application narrative section. We further encourage applicants

to limit to no more than 20 pages any attachments or appendices that are not resumes or letters of support.

3. Submission Dates and Times:

Applications Available: March 16, 2011.

Deadline for Notice of Intent to Apply: April 15, 2011.

Deadline for Transmittal of Applications: May 16, 2011.

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: July 14, 2011.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. Other Submission Requirements: Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the API program, CFDA number 84.330C, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the API program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.330, not 84.330C).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the

following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Ivonne Jaime,
U.S. Department of Education, 400 Maryland Avenue, SW., room
3E310, Washington, DC 20202-4260.

FAX: (202) 205-4921.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.330C)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.330C)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 and, where otherwise noted, sections 1702 and 1705 of the ESEA (20 U.S.C. 6532 and 6535) and are listed in the following paragraphs.

Note: The maximum score for all selection criteria is 95 points. The points assigned to each criterion or subcriterion are indicated in parentheses.

Need for the Project

In determining the need for the proposed project, we will consider the extent to which the application demonstrates a pervasive need for access to advanced placement incentive programs by low-income individuals (10 points) (20 U.S.C. 6535(c)(1)).

Quality of Project Design

In determining the quality of the design of the proposed project, we will consider the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (10 points).

(2) The extent to which the proposed project demonstrates a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science (15 points) (20 U.S.C. 6532(c)(4)).

(3) The extent to which the proposed project will expand access to and participation in advanced placement incentive programs, particularly for low-income individuals (10 points) (20 U.S.C. 6535(d)(F)).

(4) The extent to which the proposed project will increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded (10 points) (20 U.S.C. 6532(7)).

(5) The extent to which the proposed project is part of a comprehensive effort to improve teaching and learning and support rigorous academic standards for students (15 points).

Quality of the Management Plan

In determining the quality of the management plan for the proposed project, we will consider the following factors:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (10 points).

(2) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project (5 points).

(3) Consistent with 34 CFR 75.209(a)(1)(iv), the extent to which the applicant demonstrates that it will have the capacity to report annually the data required by section 1705(f) of the ESEA and section VI. 5. (Performance Measures) of this notice (10 points).

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those

applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of

this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Transparency: After awards are made under this competition, all of the applications selected for funding, together with reviewer scores and comments for those applications, will be posted on the Department's Web site.

4. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

5. Performance Measures: The Department has established two performance measures for assessing the effectiveness of the

API program in improving the successful participation in advanced placement courses and tests by students attending public high schools served by API grants. These measures are:

(1) The ratio of Advanced Placement (AP), International Baccalaureate (IB), and other advanced placement tests recognized by the Secretary taken in public high schools served by API grants to the number of seniors enrolled at those high schools.

(2) The ratio of AP, IB, and other approved advanced placement tests passed (AP tests receiving scores of 3 or higher, IB tests receiving scores of 4 or higher, or other advanced placement tests receiving equivalent scores) by low-income students in public high schools served by API grants to the number of low-income seniors enrolled at those schools.

These measures constitute the Department's measures of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these measures in identifying their goals and objectives and conceptualizing the approach and evaluation of their proposed projects. If funded, applicants will be asked to collect and report data in their performance and final reports about progress with respect to these measures. In addition, applicants will also be asked to collect and report data in

their performance and final reports on the statutorily mandated reporting requirements outlined in section 1705(f) of the ESEA.

6. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

7. Grant Administration: Projects funded under this competition are encouraged to budget for a two-day meeting for project directors to be held annually in Washington, DC.

VII. Agency Contact

For Further Information Contact: Ivonne Jaime, U.S. Department of Education, 400 Maryland Avenue, SW., LBJ Building, room 3E310, Washington, DC 20202-6200. Telephone: (202) 260-1519 or by email: AdvancedPlacementProgram@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in extra Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/news/fedregister. To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys.

Dated:

Thelma Meléndez de Santa Ana,
Assistant Secretary for Elementary
and Secondary Education.

Program Statute

Electronic version of the statute is available online:

<http://www2.ed.gov/policy/elsec/leg/esea02/pg14.html#sec1705>

SEC. 1701. SHORT TITLE.

This part may be cited as the 'Access to High Standards Act'.

SEC. 1702. PURPOSES.

The purposes of this part are —

- (1) to support State and local efforts to raise academic standards through advanced placement programs, and thus further increase the number of students who participate and succeed in advanced placement programs;
- (2) to encourage more of the 600,000 students who take advanced placement courses each year but do not take advanced placement exams each year, to demonstrate their achievements through taking the exams;
- (3) to build on the many benefits of advanced placement programs for students, which benefits may include the acquisition of skills that are important to many employers, Scholastic Aptitude Test (SAT) scores that are 100 points above the national averages, and the achievement of better grades in secondary school and in college than the grades of students who have not participated in the programs;
- (4) to increase the availability and broaden the range of schools, including middle schools, that have advanced placement and pre-advanced placement programs;
- (5) to demonstrate that larger and more diverse groups of students can participate and succeed in advanced placement programs;
- (6) to provide greater access to advanced placement and pre-advanced placement courses and highly trained teachers for low-income and other disadvantaged students;
- (7) to provide access to advanced placement courses for secondary school students at schools that do not offer advanced placement programs, increase the rate at which secondary school students participate in advanced placement courses, and increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded;
- (8) to increase the participation of low-income individuals in taking advanced placement tests through the payment or partial payment of the costs of the advanced placement test fees; and
- (9) to increase the number of individuals that achieve a baccalaureate or advanced degree, and to decrease the amount of time such individuals require to attain such degrees.

SEC. 1703. FUNDING DISTRIBUTION RULE.

From amounts appropriated under section 1002(g) for a fiscal year, the Secretary shall give priority to funding activities under section 1704 and shall distribute any remaining funds under section 1705.

SEC. 1704. ADVANCED PLACEMENT TEST FEE PROGRAM.

(a) GRANTS AUTHORIZED- From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants to State educational agencies having applications approved under this section to enable the State educational agencies to reimburse low-income individuals to cover part or all of the costs of advanced placement test fees, if the low-income individuals —

- (1) are enrolled in an advanced placement course; and
- (2) plan to take an advanced placement test.

(b) AWARD BASIS- In determining the amount of the grant awarded to a State educational agency under this section for a fiscal year, the Secretary shall consider the number of children eligible to be counted under section 1124(c) in the State in relation to the number of such children so counted in all the States.

(c) INFORMATION DISSEMINATION- A State educational agency awarded a grant under this section shall disseminate information regarding the availability of advanced placement test fee payments under this section to eligible individuals through secondary school teachers and guidance counselors.

(d) APPLICATIONS- Each State educational agency desiring to receive a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. At a minimum, each State educational agency application shall —

- (1) describe the advanced placement test fees the State educational agency will pay on behalf of low-income individuals in the State from grant funds awarded under this section;
- (2) provide an assurance that any grant funds awarded under this section shall be used only to pay for advanced placement test fees; and
- (3) contain such information as the Secretary may require to demonstrate that the State educational agency will ensure that a student is eligible for payments authorized under this section, including documentation required under chapter 1 of subpart 2 of part A of title IV of the Higher Education Act of 1965.

(e) REGULATIONS- The Secretary shall prescribe such regulations as are necessary to carry out this section.

(f) REPORT-

(1) IN GENERAL- Each State educational agency awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

- (A) the number of students in the State who are taking an advanced placement course in that subject;
- (B) the number of advanced placement tests taken by students in the State who have taken an advanced placement course in that subject;
- (C) the number of students in the State scoring at different levels on advanced placement tests in that subject; and
- (D) demographic information regarding individuals in the State taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) REPORT TO CONGRESS- The Secretary shall annually compile the information received from each State educational agency under paragraph (1) and report to the appropriate committees of Congress regarding the information.

(g) BIA AS SEA- For purposes of this section the Bureau of Indian Affairs shall be treated as a State educational agency.

SEC. 1705. ADVANCED PLACEMENT INCENTIVE PROGRAM GRANTS.

(a) GRANTS AUTHORIZED-

(1) **IN GENERAL-** From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants, on a competitive basis, to eligible entities to enable those entities to carry out the authorized activities described in subsection (d).

(2) DURATION AND PAYMENTS-

(A) **DURATION-** The Secretary shall award a grant under this section for a period of not more than 3 years.

(B) **PAYMENTS-** The Secretary shall make grant payments under this section on an annual basis.

(3) **DEFINITION OF ELIGIBLE ENTITY-** In this section, the term eligible entity' means a State educational agency, local educational agency, or national nonprofit educational entity with expertise in advanced placement services.

(b) **APPLICATION-** Each eligible entity desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require.

(c) **PRIORITY-** In awarding grants under this section, the Secretary shall give priority to an eligible entity that submits an application under subsection (b) that —

(1) demonstrates a pervasive need for access to advanced placement incentive programs;

(2) provides for the involvement of business and community organizations in the activities to be assisted;

(3) assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted;

(4) demonstrates a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science;

(5) demonstrates an intent to carry out activities that target —

(A) local educational agencies serving schools with a high concentration of low-income students; or

(B) schools with a high concentration of low-income students; and

(6) in the case of a local educational agency, assures that the local educational agency serves schools with a high concentration of low-income students; or

(7) demonstrates an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

(d) AUTHORIZED ACTIVITIES-

(1) **IN GENERAL-** Subject to paragraph (2), an eligible entity shall use grant funds made available under this section to expand access for low-income individuals to advanced placement incentive programs that involve —

(A) teacher training;

(B) pre-advanced placement course development;

(C) coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses;

(D) books and supplies; or

(E) activities to increase the availability of, and participation in, on-line advanced placement courses; or

(F) any other activity directly related to expanding access to and participation in advanced placement incentive programs, particularly for low-income individuals.

(2) STATE EDUCATIONAL AGENCY- In the case of an eligible entity that is a State educational agency, the entity may use grant funds made available under this section to award subgrants to local educational agencies to enable the local educational agencies to carry out the activities under paragraph (1).

(e) CONTRACTS- An eligible entity awarded a grant to provide online advanced placement courses under this part may enter into a contract with a nonprofit or for profit organization to provide the online advanced placement courses, including contracting for necessary support services.

(f) DATA COLLECTION AND REPORTING-

(1) DATA COLLECTION- Each eligible entity awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

(A) the number of students served by the eligible entity who are taking an advanced placement course in that subject;

(B) the number of advanced placement tests taken by students served by the eligible entity in that subject;

(C) the number of students served by the eligible entity scoring at different levels on advanced placement tests in that subject; and

(D) demographic information regarding individuals served by such agency who taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) REPORT- The Secretary shall annually compile the information received from each eligible entity under paragraph (1) and report to the appropriate committees of Congress regarding the information.

SEC. 1706. SUPPLEMENT, NOT SUPPLANT.

Grant funds provided under this part shall supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals to pay for the cost of advanced placement test fees or to expand access to advanced placement and pre-advanced placement courses.

SEC. 1707. DEFINITIONS.

In this part:

(1) ADVANCED PLACEMENT TEST- The term advanced placement test' means an advanced placement test administered by the College Board or approved by the Secretary.

(2) HIGH CONCENTRATION OF LOW-INCOME STUDENTS- The term high concentration of low-income students', used with respect to a school, means a school that serves a student population 40 percent or more of whom are low-income individuals.

(3) LOW-INCOME INDIVIDUAL- The term low-income individual' means an individual who is determined by a State educational agency or local educational agency to be a child, ages 5 through 17, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of this Act,

data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under part A of title IV of the Social Security Act, or data on children eligible to receive medical assistance under the medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.